

## Creating a Family Assessment

1. The Family Assessment is to be completed when there are CPS concerns for a child and the Case is referred for Ongoing Services. It is important to complete the Family Assessment in eWiSACWIS as the Case Plan and Case Progress Evaluation will pre-fill from the Family Assessment.
2. From the desktop, go up to Create > Casework. Select Family Assessment from the Family Assessment Category. Select the family in which the assessment is to be completed on. The assessment is to be completed on the entire family so selecting a case participant is not required. Select Create.
3. The Family Assessment window will open. A Pop up Message will appear immediately. The message will read “ A Safety Assessment must be completed to specifically address Threats to Safety considerations for the Family Assessment. Please Complete a new Safety Assessment at this time”. This message is a reminder that a Safety Assessment must be completed. If the Safety Assessment was completed, click on the Close button to begin the Family Assessment. If the Safety Assessment was not completed, close out of the Family Assessment and create a Safety Assessment for this case.

Family Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Family Assessment**

Case Name: Anna Ash Case Number: 20238  
Worker Name: Caitlin Cake Family Assessment Effective:

Domain I Domain II Domain III Domain IV Domain V/Analysis Family Service Level

**Elements**

Element 1

**Domain I: Children**

1. Child(ren)'s Level of Criteria: The level of de number of children and

Level of Demand:

**Description**

Options: Go Close

Done Local intranet

Page 1 Sec 1 1/1 At 4.1" Ln 18 Col 1 REC TRK EXT OVR WPH

4. The Family Assessment box contains the Case Name, Worker Name, Case Number, and Date the Family Assessment is effective. The page also contains six tabs. The first tab to be explained is the Domain I Tab.

Domain I Tab consists of three elements. Each element has a Radio Button. Select each radio button to review and document information relating to each element. Element One requires a Radio Button to be selected to determine the level of demand. On the bottom of the page is also a description box. This is a free flow text box that will allow a narrative to be entered. Go to Domain I, Element Two.

5. Element Two of Domain I will address the concerns of each child. Select the child from the drop down list. To the right of the drop down list is a box with Deferred next to it. Check of the box if the Goal is to be deferred to a later time. There is also a Delete hyperlink next to the deferred box. This will delete the Goal from the Family Assessment.

Next to the Child's Self Protective Capacities are three choices with Radio Buttons. Select the appropriate Radio Button.

The next field is GDO (General Desired Outcome). From the drop down value select the appropriate value. If 'Other' is selected, the Other Self-Protection Outcome box will become enabled. A narrative is required to justify the reason of other.

Finally, the Insert at the bottom right side of the screen will allow additional children and GDO's to be entered for this Element.

The screenshot shows the 'Family Assessment' web application running in Microsoft Internet Explorer. The browser title bar reads 'Family Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header includes the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', 'ABC', and 'Help'. The main content area is titled 'Family Assessment' and displays case information: Case Name: Anna Ash, Case Number: 20238, Worker Name: Caitlin Cake, and Family Assessment Effective: [blank]. Below this is a tabbed interface with tabs for 'Domain I', 'Domain II', 'Domain III', 'Domain IV', 'Domain V/Analysis', and 'Family Service Level'. The 'Domain I' tab is active, showing 'Elements' (Element 1, Element 2, Element 3) and 'Domain I: Children's Situation and General Functioning'. Under 'Domain I', there is a section for '2. Child's Self-Protective Capacities and Access to Support Systems' with criteria: 'The degree to which the child can protect him or herself, can communicate with others and can access support systems.' The form fields include: 'Child:' (April Ash), 'Deferred' checkbox, 'Delete' link, 'Child's Self-Protective Capacities:' (Low Vulnerability, Moderate Vulnerability, High Vulnerability), 'GDO:' (Child can take action and access support systems to protect self.), and 'Other self-protection outcome:' (text area). An 'Insert' button is at the bottom right of this section. Below the form is a 'Description' section with a text area and a 'Go' button. At the bottom of the page are 'Save' and 'Close' buttons. The status bar at the bottom shows 'Done' and 'Local intranet'.

6. **Remember to complete each Element for each Domain.**
7. Now complete Domain's II, III, IV, V and Elements of each Domain in the same manner as outlined above.
8. On Domain V/Analysis Tab, the Analysis section is on the same page as Domain V. The Analysis section is a user entered narrative box. Complete the narrative section and move on to the Family Service Level Tab.

Family Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

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**Family Assessment**

Case Name: Anna Ash Case Number: 20238  
Worker Name: Caitlin Cake Family Assessment Effective:

Domain I Domain II Domain III Domain IV **Domain V/Analysis** Family Service Level

**Domain V: Environmental Factors**

1. Safe Neighborhood Environment  
Criteria: The degree to which the neighborhood is safe and non-threatening for family members.

2. Community Resources  
Criteria: The degree to which the community has formal and informal resources to meet the family's needs.

Discuss the impact these conditions have on the family, whether the family realistically has any influence or control over these conditions and implications for treatment planning.

Enter Text Here.

**Analysis**

Discuss strengths of family, family's understanding of their strengths and needs, involvement of family in case planning and resource building, parent's attitudes/beliefs regarding change and readiness for change, quality of the relationship between worker and family, the potential for collaboration and barriers to change which will have to be managed, and other pertinent information.

Enter Text Here.

Save Close

Done Local intranet

9. The Family Service Level Box will pre-fill with the Family Service Level determined at the time of the Initial Assessment. The redetermined Family Service Level will pre-fill after the Family Assessment has been completed.

There is a Discretionary Override Box. The Override is to be used if the case manager does not agree with the system determined Family Service Level. The case manager would check off the Override box, select a value from the drop down list for the Override Family Service Level. This will require a narrative to justify the reason for the override. Supervisory Approval is required for Overrides.

10. On the bottom left of the screen is an Options box. The Family Assessment and Family Summary Templates are listed. Selecting one of the values and clicking Go can access the printable copy. The template will open and allow a copy to be printed.

Family Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Family Assessment**

Case Name: Anna Ash Case Number: 20238  
 Worker Name: Caitlin Cake Family Assessment Effective:

Domain I Domain II Domain III Domain IV Domain V/Analysis **Family Service Level**

**Family Service Level**

Family Service Level determined at Initial Assessment:  
 Current Family Service Level: Low

**Discretionary Override**

☐ Override Family Service Level  
 Override Family Service Level:   
 Reason for Family Service Level Override:

Options:   
 Text  
 Family Assessment  
 Family Summary

Save Close

Done Local intranet

11. Finally, go back to Domain I. On the bottom of the screen is the Options box. Click on the box, select Approval and select Go. This will send the Family Assessment for supervisory approval.

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**Family Assessment**

Case Name: Anna Ash Case Number: 20238  
 Worker Name: Caitlin Cake Family Assessment Effective:

Domain I Domain II Domain III Domain IV Domain V/Analysis Family Service Level

**Elements**

☐ Element 1 ☐ Element 2 ☒ Element 3

**Domain I: Children's Situation and General Functioning**

3. Impact of Maltreatment on the Health and Development of the Child  
 Criteria: The degree to which the maltreatment has impacted the health and development of the child and the current functioning of the child. The level of maltreatment the child has been subjected to and the implications this has for the child's treatment needs.

Child:  ☐ Deferred [Delete](#)

Impact of Maltreatment: ☒ Low Impact ☐ Moderate Impact ☐ Significant Impact

GDO:

Other child functioning outcome:

[Insert](#)

**Description**

Options:  [Go](#) [Save](#) [Close](#)

[Action](#)  
[Approval](#)

Done Local intranet